

# MIOSHA Fact Sheet

## Training

### What's so important about training?

By law, an employer must provide safety and health training to the employees working for them. Training is important to assure that employees recognize, understand, and avoid hazards that could cause serious injuries or death and use any and all safeguards placed or made available by the employer to protect the employees. Also, employees must know what safe and healthful procedures to follow when doing the work expected of them by the employer.

### I only hire “experienced” workers – what training do they need?

Experienced employees need training, too. The employer, by law, can't assume experienced personnel know “what to do or how to do it.” The employer must verify that newly assigned employees can do the job as intended or expected, by procedure, and in a safe and healthful manner. How the employer verifies this information is left to the employer, the experience and education of the employee(s), and the hazards of the job, among other considerations. An employer never knows exactly what conditions and practices an “experienced” person may have learned or used in past employment – they could be very unsafe, unhealthful, hazardous, lacking in quality and care, time-wasting, or just “wrong” from the way the employer intends his or her employees to perform work. In addition, employers must provide site specific training on company policies, procedures, hazards or written programs as required by a number of standards; i.e., Hazard Communication, Bloodborne Infectious Diseases, Respiratory Protection, Permit-Required Confined spaces, Fire Fighter Right-to-Know, etc.

### What constitutes “adequate training?”

“Adequate training” has to take into consideration, including, but not limited to, the nature of the work to be performed, the “obviousness” of the hazards that may be encountered, the experience, education, and intelligence of the employees, and the frequency of usage of the training or appearance of the hazards. For instance, if a hazard is routine throughout the workday, adequate training may only require instructing an employee once with a few occasional reminders about the hazards, but a hazard that may only come up once every few months or even every few years, may require more frequent instructions to be sure employees are constantly aware and take steps to avoid these non-routine, rare, or “occasional” hazards. Many standards also list specific topics that must be covered during employee training as well as the frequency of training.

### Do I have to do something more than just “tell” my employees?

Yes, just telling an employee or having them read information is not usually adequate. An employer should provide an opportunity for employees to ask questions so that employees may clarify any of the information being provided. The nature of the hazards or complications of the tasks may require an employer use other instructional methods such as lectures in combination with demonstrations, work-book exercises, written or oral procedural reviews, video or computer presentations, work practice sessions under controlled conditions, on-the-job training under simulated and/or actual work conditions, and even written or oral testing. Many standards actually require employers to test for and/or certify competency; i.e. Permit-Required Confined Spaces Standard and Hazardous Waste and Emergency Response Operations Standard.



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## **What rules require training my employees?**

Almost all MIOSHA standards require employers to train their employees. Check the MIOSHA web-site to look up the specific training requirements for each standard:

- [MIOSHA Standards General Industry Safety & Health](#)
- [MIOSHA Standards Administrative for All Industries](#)
- [MIOSHA Standards Agriculture](#)

All MIOSHA standards can be found at:  
[www.michigan.gov/mioshastandards](http://www.michigan.gov/mioshastandards).

## **I don't know how to do training – where can I find help?**

In addition to private-sector consultants who do training, MIOSHA's Consultation, Education, and Training (CET) Division can provide and assist

with safety and health training. You may contact the CET Division at 517-284-7720 or online at [www.michigan.gov/cet](http://www.michigan.gov/cet).

The service is free of charge to qualified small employers and may be available to employee groups and other organizations. Call CET to see if you qualify!

## **How do I know if my employees are trained well enough?**

Simple – test them! Sometime after training or instructing them, during one of your routine walks through your work-site, walk up to one of your employees and ask them questions or ask them to perform one or more related safety or health asks. If your training is adequate, your employees should be able to answer without hesitation or perform the tasks for you safely, correctly, and without mistakes or errors. If the employees can't, or the employees don't do well, it is time for refresher training!